

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, DC 20314

Regulation
No. 25-1-106

Information Management
INFORMATION TECHNOLOGY CAPITAL PLANNING AND INVESTMENT
MANAGEMENT

1. **Purpose.** This regulation establishes policy, roles and responsibilities, and implements the U.S. Army Corps of Engineers (USACE) Information Technology (IT) Capital Planning and Investment Management (CPIM) process (see Appendix C) as prescribed by the Clinger Cohen Act of 1996 and Army Regulation 25-1, Army Knowledge Management and Information Technology Management. The IT CPIM is an integrated management process focused on achieving a desired business or mission outcome through the continuous review for the selection, management and evaluation of IT investments. The CPIM process uses the USACE's Corps Enterprise Architecture (CeA) as the framework to validate and prioritize IT requirements (see USACE website at <https://cea.usace.army.mil/DesktopDefault.aspx>). The CPIM process provides IT investment requirements as outputs that integrate and feed into the budget process as inputs to elicit funding decisions.
2. **Applicability.** This regulation applies to all elements of Headquarters (HQ) USACE, the Office of the Chief of Engineers (OCE), and all USACE Commands.
3. **Distribution.** Approved for public release; distribution is unlimited.
4. **References.** References are at Appendix A.
5. **Terms.** Special terms used in this publication are presented in Appendix B.
6. **Background.** The Clinger-Cohen Act of 1996 mandates that Federal agencies establish a CPIM process to significantly improve how agencies plan, select, fund, manage, and evaluate IT investments (see Appendix C for description of CPIM Process). It also requires agencies to devise enterprise architectures which support a desired business or mission outcome. Office of Management and Budget (OMB) Circular A-130, Management of Federal Information Resources, provides general guidance for the implementation of the Clinger-Cohen and related Acts. The annually updated OMB Circular A-11, Preparation, Submission, and Execution of the Budget, provides specific guidance for content and presentation of the IT Capital Asset Plan and Business Cases (Exhibit 300s), the agency IT Investment Portfolio (Exhibit 53), and how agencies are to use and analyze earned value data to manage IT investment performance. The OMB scrutinizes federal IT investments to ensure maximum interoperability and minimal

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redundancy. The Department of Army also provides guidance to Army organizations for their IT investment requirements in their Program Objective Memorandum.

7. **Policy.** The USACE will use the defined set of IT CPIM process functions and activities set forth in this regulation as the official USACE-wide methodology for ***pre-selecting, selecting, managing, and evaluating*** IT investments. Funds will not be obligated or expended, nor released for use for any IT investments until successful completion of appropriate management oversight reviews as required by this and other regulations. This policy and the CPIM business process outlined in this regulation are mandatory and will be used by Senior Regional Information Officers throughout USACE. At all levels, IT investment proposals and the IT investment decisions will be:

- a. Tied to USACE-specific strategic business goals, mission, and programs/projects;
- b. Linked to strategies that foster and enable e-government (see Office of Management and Budget website at: <http://www.whitehouse.gov/omb/egov/>) for the effective and efficient delivery of products and services to citizens, partners, stakeholders and customers;
- c. Selected by a disciplined governance process based on business value and risk;
- d. Managed and evaluated using cost, schedule, and performance measurements that are monitored and reported to the IT Executive Sponsor and IT Investment Decision Authority to ensure IT investments are meeting project and business goals;
- e. Made in accordance with the USACE CeA, including the technical standards in order to maximize interoperability and eliminate duplicative investments; and
- f. Made to share data/information and create opportunities to unify and/or simplify systems and processes USACE-wide.

8. **Responsibilities.**

- a. The USACE Commanding General will:
 - (1) Serve as the IT Investment Decision Authority for the USACE IT Investment Portfolio or delegate the authority to the Deputy Commanding General; and
 - (2) Champion the IT CPIM process, and ensure that a CPIM process has been implemented within all USACE Regions.
- b. The Deputy Commanding General will serve as the Chairman, Executive Functional Assessment Team (EFAT) and the IT Investment Decision Authority, as delegated.

c. The Chief of Staff will serve as Co-Chair of the Cross Functional Assessment Team (CFAT) along with the Director, Corporate Information (who also serves as the USACE Chief Information Officer).

d. The Senior Review Group, consisting of the Director of Civil Works, the Director of Military Programs, and the Director of Strategy and Integration, will establish high level command guidance and priorities (budget, funding, and manpower) for USACE which complements the strategic direction and strategic vision provided by the Chief of Engineers and approved in the strategic plans.

e. The USACE Chief Information Officer (CIO), as the senior USACE information management official, will:

(1) Serve as the Commanding General's principal agent to facilitate the IT CPIM process by providing the Headquarters Prioritization Group a prioritized list of validated IT investment requirements as output from the IT CPIM process and as input to the integrated priority list (IPL) as detailed in ER 37-1-31, Planning, Programming, Budgeting, and Executing Operations;

(2) Manage and maintain the USACE IT investment portfolio ensuring that requirements are selected to provide the best business value with manageable risks;

(3) Serve as the Life Cycle Management of Information Systems (LCMIS) Milestone Decision Authority (MDA) for the management and evaluation of USACE-wide IT investment programs and projects;

(4) Appoint Enterprise Architecture/E-Government Program Manager(s) to ensure that the USACE CeA is maintained and updated within the guidelines of the Federal Enterprise Architecture Framework (FEAF) models, and to ensure appropriate configuration management practices;

(5) Serve in partnership with the Directorate of Contracting to achieve efficiencies and economies in USACE-wide IT acquisition strategies;

(6) Support the USACE Chief Financial Officer (CFO) and IT Project Managers (PMs) in the preparation and submission of the OMB Exhibit 53 and supporting Capital Asset Plans and Business Cases (Exhibit 300s), and the Department of Army Program Objective Memorandum for major IT investments; and

(7) Serve as Co-Chair of the Cross Functional Assessment Team along with the Chief of Staff.

f. The USACE Chief Financial Officer (CFO), Director, Resource Management) will:

(1) Facilitate the coordination of budget forums, e.g., Plant Replacement and Improvement Program, Fee For Service (FFS), Executive Direction and Management, to determine the affordability of validated IT requirements;

(2) Provide guidance to IT PMs or Executive Sponsors regarding equitable charging procedures and appropriate funding for IT investments during all lifecycles. Oversees the budget execution process by assuring that the final FFS budget is fully coordinated with each IT PM and the Executive Sponsors before being finalized; and

(3) Ensures IT PM's accountability for IT investments. Provides mechanism for tracking obligations/expenditures against IT authority levels as approved by the DCG.

g. The Director, Strategy and Integration will assist the CIO ensuring Command and budget guidance is applied in the CPIM analyses.

h. The Director of Contracting will serve in partnership with the USACE CIO to achieve efficiencies and economies in USACE-wide IT acquisition strategies.

i. Executive Sponsors from HQUSACE and the Regions will:

(1) Streamline and reengineer business processes before submitting IT investments or modernization proposals to support the business processes;

(2) Ensure that IT investments/proposals are submitted in accordance with and follow the CPIM business process;

(3) Appoint IT Program Managers (PgMs) and/or IT PMs and establish a Project Delivery Team (PDT) in accordance with ER 5-1-11 and ER 25-1-2;

(4) Ensure that their IT PgMs and IT PMs manage their investments as required in AR 25-1, Army Knowledge Management and Information Technology Management, and ER 25-1-2, Life Cycle Management of Information Systems, with particular emphasis on: Security requirements; business performance goals and measures; records management and Privacy Impact Assessment requirements; E-Government initiative identification and partnering; and project schedule, cost and performance goals.

(5) Ensure that their IT PgMs and IT PMs properly register their IT investment(s) into the portfolio management system (currently called the Information Technology Investment Portfolio System – ITIPS) and manage them not to exceed the approved funding authority level;

(6) Validate and prioritize per the CPIM Select component the IT investments within their respective organizations, i.e., Office of Council; Civil Works; Corporate Information; Equal Opportunity Office; Human Resources; Logistics Directorate; Military Programs; Public Affairs; Directorate of Contracting; Resource Management; Strategy and Integration; Small Business; Safety Office and other offices not listed, as needed.

(7) Evaluate per the CPIM Evaluate component the business performance goal attainment of the IT investments within their respective organization.

j. USACE Senior Regional Information Officers will:

(1) Implement the IT CPIM process described in this regulation applicable to and appropriate with their delegated authority to pre-select, select, manage, and evaluate the IT investments in their IT Investment Portfolios;

(2) Be responsible for providing direction to ensure IT investments produce meaningful improvements in cost, quality, timeliness of service, and mission accomplishment; and

(3) Provide feedback on corporate, command-wide, standard information systems to the CIO and the appropriate Executive Sponsors.

k. IT PMs will:

(1) Enter their IT investment information into the USACE IT investment portfolio system;

(2) Ensure the IT investment portfolio system information is kept up-to-date and accurate;

(3) Prepare documentation, justification, and OMB Exhibit 300s for major IT investments;

(4) Populate and keep current the CeA reference models; and

(5) Review IT investments for potential partnering with other Federal E-Government initiatives.

(6) Ensure that Earned Value Management clauses are included in contracts involving development, modernization, and enhancement requirements.

(7) Provide agreed upon deliverables to the IT Executive Sponsor based upon a project management plan and within cost, schedule and performance goals using Earned Value Management for development, modernization and enhancement requirements.

(8) Manage their investments as required in AR 25-1, Army Knowledge Management and Information Technology Management, and ER 25-1-2, Life Cycle Management of Information Systems, with particular emphasis on: Security requirements; business performance goals and measures; records management and Privacy Impact Assessment requirements; E-Government initiative identification and partnering; and project schedule, cost and performance goals.

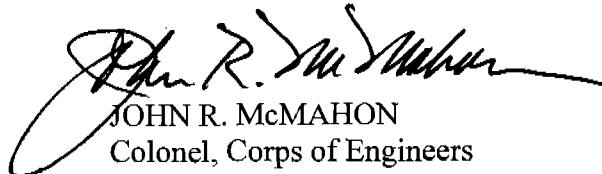
9. Implementation. HQUSACE and all USACE Major Subordinate Commands will immediately implement the policy, guidance and CPIM process prescribed in this regulation.

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USACE Major Subordinate Commands may tailor their implementation consistent with their delegated authority.

FOR THE COMMANDER:

4 Appendices
App A – References
App B – Explanation of Terms
App C – Description of CPIM Process
App D – DME vs SS Definitions



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Chief of Staff